

**Meeting of the Primary Care Joint Commissioning Committee (Public)
Tuesday 7th February 2017
2.00 pm
Wolverhampton Science Park, Stephenson Room**

A G E N D A

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Tuesday 7th March 2017 at 2.00pm in the Stephenson Room, 1st Floor, Technology Centre, Wolverhampton Science Park

MEMBERSHIP	
Wolverhampton CCG	Ms P Roberts (Chair) Dr D Bush Mrs M Garcha Mr S Marshall Dr D De Rosa Dr H Hibbs Ms Jervis Dr Reehana Peter Price
NHS England	Alastair McIntyre Gill Shelley Anna Nicholls
Patient Representatives	Sarah Gaytten Jenny Spencer
Invitees (Non-Voting)	Elizabeth Learoyd (Healthwatch) Ros Jervis (Health and Wellbeing Board)

**WOLVERHAMPTON CLINICAL COMMISSIONING GROUP
PRIMARY CARE JOINT COMMISSIONING COMMITTEE**

Minutes of the Primary Care Joint Commissioning Committee Meeting (Public)
Held on Tuesday 3rd January 2017, Commencing at 2.00 pm in the in the Stephenson Room,
1st Floor, Technology Centre, Wolverhampton Science Park

**MEMBERS ~
Wolverhampton CCG ~**

		Present
Pat Roberts	Chair	Yes
Dr David Bush	Governing Body Member / GP	Yes
Dr Manjit Kainth	Locality Chair / GP	No
Dr Salma Reehana	Locality Chair / GP	No
Steven Marshall	Director of Strategy & Transformation	Yes
Manjeet Garcha	Executive Lead Nurse	No
Peter Price	Lay Member (Vice Chair)	Yes

NHS England ~

Alastair McIntyre	Locality Director	No
Gill Shelley	Senior Contract Manager (Primary Care)	Yes
Anna Nicholls	Contract Manager (Primary Care)	Yes
Karen Payton	Senior Finance Manager (Primary Care)	Yes

Independent Patient Representatives ~

Jenny Spencer	Independent Patient Representative	No
Sarah Gaytten	Independent Patient Representative	No

Non-Voting Observers ~

Ros Jervis	Service Director Public Health and Wellbeing	No
Elizabeth Learoyd	Chief Officer – Wolverhampton Healthwatch	Yes
Dr Gurmit Mahay	Vice Chair – Wolverhampton LMC	No
Jeff Blankley	Chair - Wolverhampton LPC	Yes

In attendance ~

Mike Hastings	Associate Director of Operations (WCCG)	Yes
Peter McKenzie	Corporate Operations Manager (WCCG)	Yes
Jane Worton	Primary Care Liaison Manager (WCCG)	Yes
Claire Skidmore	Chief Finance and Operating Officer (WCCG)	Yes
Trisha Curran	Interim Accountable Officer	No
Sarah Southall	Head of Primary Care	Yes
Laura Russell	Primary Care PMO Administrator (WCCG)	Yes

Welcome and Introductions

PCC275 Ms Roberts welcomed attendees to the meeting and introductions took place.

Apologies for absence

PCC276 Apologies were submitted on behalf of Dr Helen Hibbs, Alastair McIntyre, Trisha Curran, Manjeet Garcha, Sarah Gaytten and Jenny Spencer.

Declarations of Interest

PCC277 Dr Bush declared that, as GPs they had a standing interest in all items related to primary care.

As these declarations did not constitute a conflict of interest, all participants remained in the meeting whilst these items were discussed.

RESOLVED: That the above is noted.

Minutes of the Meeting Held on 6th December 2016

PCC278 RESOLVED:

That the minutes of the previous meeting held on 6th December 2016 were approved as an accurate record.

Matters arising from the minutes

PCC279 There were no matters arising from the minutes.

RESOLVED: That the above is noted.

Committee Action Points

PCC280 Minute Number PCC176 – Premises Charges

It was confirmed NHS England are still awaiting further assurance from the National Guidance. It was agreed as the Local Medical Committee had raised this initial concern and the CCG needed to inform them of this position.

Minute Number PCC186a – NHS England Update – Primary Care Update

Mr Hastings confirmed to send the CCG Primary Care Commissioning Activity return to the Committee following the meeting.

Minute Number PCC211 - Vertical Integration

Mr Hastings informed the Committee the CCG have received the minutes from the VI assurance visit and they will be circulated following the meeting.

Minute Number PCC259 – NHS England Finance Update

Ms Skidmore confirmed the MOU had been reviewed, signed and returned to NHS England.

Minute Number PCC260 – Wolverhampton CCG Update

Mrs Southall advised the pilot for extended opening hours had been commenced on Christmas Eve and plans were submitted to NHS England on the 23rd December 2016.

RESOLVED: That the above is noted.

NHS England Update – Primary Care Update

PCC281 Ms Shelley informed the Committee there were no items or contract variations to report for the month.

RESOLVED: That the above is noted.

NHS England Finance Update

PCC282 Ms Payton informed the Committee there had been no changes in the forecast and the next report will be presented at the February meeting following the Quarter 3 update.

RESOLVED: That the above is noted.

Wolverhampton CCG Update

PCC283 Mrs Southall provided the following update on the work being progressed within Primary Care;

- The Primary Care Strategy Committee met on the 7th December and updates were provided from all of the Task and Finish Groups. There have been no red risks reported by the Task and Finish Groups.
- Discussions have taken place regarding the future model of the Locality structure, which will be discussed at the Governing Body Away day and Members Meeting.
- A Pilot for extended opening hours within Primary Care Home 1 over the Christmas and New Year period has been funded by the A&E Delivery Board. The evaluation report will be shared with the Committee at the March Meeting.

A further extended opening hours scheme funded by NHS England has also been launched which enabled a number of other practices to extend their opening hours from December until March 2017. This scheme will be monitored and evaluate with outcomes being shared with the Committee at the May Meeting.

RESOLVED: Ms Southall to provide Evaluation Reports on extended opening hours at the March and May Meetings.

Primary Care Programme Board Update

PCC284 Ms Roberts reported in Manjeet Garcha's absence the Primary Care Programme Board meeting in December had been cancelled and a full report would be provided at the February meeting.

RESOLVED: That the above is noted.

Primary Care Operational Management Group Meeting

PCC285 Mr Hastings presented the Primary Care Operational Management Group report, which provided an overview of the discussions that had taken place at their meeting on the 20th December 2016. Ms Roberts queried in relation to the Zero Tolerance Scheme would the specification be in place for April 2017. It was confirmed the CCG and NHS England would be working together to meet this timescale.

RESOLVED: That the above is noted.

Any Other Business

PCC286 No further items were raised by the Committee.

PCC287 **Date, Time & Venue of Next Committee Meeting**
Tuesday 7th February 2017 at 2.00pm in PC108, 1st Floor, Creative Industries Centre, Wolverhampton Science Park

Primary Care Joint Commissioning Committee Actions Log

Open Items

Action No	Date of meeting	Minute Number	Item	By When	By Whom	Action Update
35	02.08.16	PCC176	<p>Premises Charges Ms Nicholls to look into support available to GP practices with increased premises charges and provide an update at the September 2016 Committee meeting.</p>	February 2017	Gill Shelley / Anna Nicholls	<p>06.09.16 - Mr Hastings agreed to chase Anna Nicholls regarding this action.</p> <p>04.10.16 - Ms Shelley confirmed that details on the management of transitional funding are to be confirmed and would provide an update at the next meeting.</p> <p>01.11.16 - It was advised NHSE are still awaiting the financial processes, Ms McGee agreed to take back to Charmaine Hawker as its non-recurrent funding for this financial year 2016/2017.</p> <p>06.12.16 - Ms Payton informed the Committee they are still seeking further advice as NHS England have not been notified and once this is received it will be shared with the CCG.</p> <p>03.01.17 - It was confirmed NHS England are still awaiting further assurance from the National Guidance. It was agreed as the Local Medical Committee had raised this initial concern and the CCG needed to inform them of this position.</p>

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37	06.09.16	PCC186a	<p>NHS England Update – Primary Care Update Primary Care Commissioning Activity return to be shared with the Committee in October 2016.</p>	February 2017	Mike Hastings	<p>04.10.16 – Mr Hastings to contact the Deputy Head of Primary Care at NHS England to share a copy of the final submission with the Committee.</p> <p>01.11.06 - Mr Hastings agreed to chase.</p> <p>06.12.16 - Mr Hastings confirmed the CCG had made the submission to NHE England and highlighted this would not cascade back to the CCG it was agreed to share what the CCG had submitted to the Committee.</p> <p>03.01.17 - Mr Hastings confirmed to send the CCG Primary Care Commissioning Activity return to the Committee following the meeting.</p>
41	04.10.16	PCC211	<p>Vertical Integration That the minutes from the VI assurance meeting on 3 October 2016 be shared with the Committee.</p>	February 2017	Mike Hastings	<p>01.11.16 - Mr Hastings confirmed the minutes from the VI assurance visit had not been received once provided they will be shared with the Committee.</p> <p>06.12.16 - Mr Hastings advised the CCG are still waiting for the minutes from the VI assurance visit. It was agreed Ms Shelley would chase the relevant department at NHS England.</p> <p>03.01.17 – Mr Hastings informed the Committee the CCG have received the minutes from the VI assurance visit and they will be circulated following the meeting.</p>

PCC

49	03.01.17	PCC283	Wolverhampton CCG Update Ms Southall to provide Evaluation Reports on extended opening hours at the March and May Meetings.	March 2017 and May 2017	Sarah Southall	
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Closed Items

Action No	Date of meeting	Minute Number	Item	By Whom	Date Closed	Action Update
1	03.12.15	PCC04	Proposed amendments to Committee Terms of Reference That the 3 GP Locality Leads will attend on a rotational basis for the next 12 months. Mr McKenzie to inform Locality Leads of this arrangement.	Peter McKenzie	14 January 2016	Action complete
2	03.12.15	PCC04	Proposed amendments to Committee Terms of Reference That the review of the Committee Terms of Reference be in line with the two window a year permitted by NHS England for the CCG's constitution to be amended.	Peter McKenzie	14 January 2016	Action complete
3	03.12.15	PCC05	Primary Care Commissioning Operations Management Group Terms of Reference That the Care Quality Commission will be invited to future meetings of this Group.	Mike Hastings	14 January 2016	14.01.16 – Mike Hastings confirmed that he has spoken to the Head of Quality and Risk at the CCG to confirm local CQC Lead contact details.
4	03.12.15	PCC06	Upcoming Issues for Provisional Work Programme That the Showell Park Procurement be brought to a 2016 Committee meeting for decision. Ms Nicholls to confirm appropriate meeting date.	Anna Nicholls	14 January 2016	14.01.16 – Anna Nicholls confirmed that the Showell Park Procurement will be brought to the Private Session of the Primary Care Joint Commissioning Committee in March 2016. 01.03.16 - It was noted that this item is on the private Committee agenda for discussion

5	03.12.15	PCC07	<p>Standard Agenda item and regular reporting requirements</p> <p>That the following items be included as standing items on the agenda:</p> <ul style="list-style-type: none"> • NHS England Update • NHS England Finance Update • Wolverhampton CCG Update • Primary Care Delivery Board Update • Primary Care Commissioning Operations Management Group Update 	Jane Worton	14 January 2016	14.01.16 – Standard items will be included from February 2016 onwards.
6	03.12.15	PCC07	<p>Standard Agenda item and regular reporting requirements</p> <p>That Charmaine Hawker, Assistant Head of Finance - Primary Care, from NHS England Finance is invited to attend future Committee meetings.</p>	Jane Worton	14 January 2016	14.01.16 – Confirmed that Charmaine Hawker had been invited to attend future Committee meetings.
7	03.12.15	PCC08	<p>Arrangements for future meetings</p> <p>That the first public meeting of this Committee will take place in March 2016.</p>	Peter McKenzie	2 February 2016	02.02.16 - It was noted the schedule of Committee dates for 2016/17 have now been diarised. Item closed.
8	14.01.16	PCC17	<p>Proposed Amendments to Committee Terms of Reference</p> <p>That the February 2016 WCCG Governing Body Meeting and Sub Regional Team will receive an Executive Summary from this Committee.</p>	Pat Roberts	2 February 2016	02.02.16 - It was confirmed that the executive summary is now complete and will be forwarded to David Williams at NHS England. Item closed.
9	14.01.16	PCC18	<p>Primary Care Commissioning Operations Management Group Terms of Reference</p> <p>That the March 2016 Committee Meeting receive an update from the PCCOMG Meeting on 16 February 2016.</p> <p>That the risk register and Mike Hastings change in role title is reflected in the Terms of Reference.</p>	Peter McKenzie	2 February 2016	02.02.16 - The updated Terms of Reference were discussed and the amendments agreed. Item closed.
10	14.01.16	PCC19	<p>Upcoming Issues for Provisional Work Programme</p> <p>That the draft Primary Care Strategy is to be shared with NHS England.</p>	Margaret Chirgwin	2 February 2016	02.02.16 - It was confirmed that Margaret Chirgwin (WCCG) had shared the Primary Care Strategy with NHS England. Item closed.

PCC08

11	14.01.16	PCC19	Upcoming Issues for Provisional Work Programme That NHS England share the Operational Plan template with the Committee.	May 2016	NHS England	02.02.16 - It was noted that the planning return will be brought to the next Committee Meeting. 05.04.16 - It was noted that the reporting template will be brought to the May Committee meeting following the next planning deadline. 03.05.16 - It was noted that Ms Shelley would raise the reporting template query with NHS England and report back to the Committee. 07.06.16 - Ms Shelley reported she had raised the reporting template query with NHS England and they no longer have this template. It was agreed to close the action.
12	14.01.16	PCC21	NHS England Finance Update That an update on financial planning will be presented to the Committee in February 2016.	Charmaine Hawker	2 February 2016	02.02.16 – The update on financial planning was provided. Item closed.
13	14.01.16	PCC21	Capital Review Group / Strategic Estates Forum That the Capital Review Group / Strategic Estates Forum minutes be reported to the PCCOMG Meetings.	Jane Worton	2 February 2016	02.02.16 - Item included on this meeting's agenda for discussion. Item closed.
14	14.01.16	PCC21	WCCG Estates Strategy That the final Estates Strategy be brought to a future Committee Meeting.	Mike Hastings	5 April 2016	05.04.16 - It was noted that this item is on the private Committee agenda for discussion.
15	02.02.16	PCC38	West Midlands MOU for the Primary Care Hub That the MOU be updated and signed off at the March 2016 Governing Body Meeting and Primary Care Joint Commissioning Committee.	May 2016	Mike Hastings / Gill Shelley	01.03.16 – The Committee approve the West Midlands MOU for Primary Care Hub subject to an additional quality element being added. That the MOU will be signed off at the March 2016 Public WCCG Governing Body Meeting. 05.04.16 - Ms Shelley to confirm amendments with regard to the status of WCCG commission of Primary Care as requested by the Governing Body NHS England colleagues and bring the final MOU

						to the May Committee meeting. 03.05.16 - Mr Hastings informed the Committee that the MOU has now been signed off by Wolverhampton CCG Governing Body and is currently being reviewed internally prior to being submitted to NHS England by 6 May 2016. 07.06.16 - Mr Hastings informed the Committee the MOU has now been signed off by Wolverhampton CCG Governing Body and has been submitted to NHS England. The Committee agreed to close the action.
16	02.02.16	PCC42	Pharmacy First That the Pharmacy First information be circulated to the Committee.	Jane Worton	1 March 2016	01.03.16 - It was noted that the information was circulated to the Committee on 11.02.16.
17	02.02.16	PCC37	Financial Planning A further report to be brought to the next Committee meeting.	Charmaine Hawker	1 March 2016	01.03.16 - It was noted that this report is included on the agenda for discussion.
18	01.03.16	PCC53	Minutes of the Meeting Held on 2 February 2016 That the minutes of the previous meeting held on 14 January 2016 be approved as an accurate record subject to the following amendments. (PCC39) Spelling of Alistair McIntyre to be amended to Alastair. (PCC40) Amendment of PCCOMG Meeting to PCOMG Meeting.	Jane Worton	5 April 2016	05.04.16 – Amendments made.
19	01.03.16	PCC54	Primary Care Models An update report on Primary Care Home and vertical integration models will be brought to the next Committee meeting.	Mike Hastings	5 April 2016	05.04.16 - It was noted that this item is on the Committee agenda for discussion.

20	01.03.16	PCC61	<p>Primary Care Commissioning Operations Management Group (PCOMG) Update</p> <p>That the next PCOMG update is created in the form of an overarching assurance report subject to any practice specific confidential information being discussed in private.</p>	Mike Hastings	5 April 2016	05.04.16 - It was noted that this item is on the Committee agenda for discussion.
21	01.03.16	PCC61	<p>Pharmaceutical Involvement in Primary Care</p> <p>That following discussion at the January 2016 Committee Meeting around the pharmaceutical involvement in primary care it was noted that Mr Blankley would attend future PCOMG meetings to drive this forward.</p>	Mike Hastings / Jeff Blankley	5 April 2016	05.04.16 - It was noted that Mr Blankley now attends the PCOMG meetings.
22	05.04.16	PCC77	<p>NHS England Update</p> <p>That a short report will be provided by NHSE outlining any activity throughout the month which impacts on Wolverhampton primary care.</p>	May 2016	Alastair McIntyre / Gill Shelly	03.05.16 - The NHS England Update was included on this meeting's agenda. Item closed.
23	05.04.16	PCC78	<p>NHS England Finance Update</p> <p>That a report will be produced for the May 2016 Committee Meeting to outline the full schedule for the 2016/17 budget.</p>	May 2016	Charmaine Hawker	03.05.16 - The NHS England Finance Update was included on this meeting's agenda. Item closed.
24	03.05.16	PCC100	<p>GP Communication</p> <p>That GP communication methods should be discussed at the next Primary Care Operational Management Group meeting.</p>	June 2016	Mike Hastings	07.06.16 - Mr Hastings confirmed with the Committee it has been agreed until the Wolverhampton Clinical Commissioning Group (WCCG) are full delegated all correspondence will continue by NHS England.

25	03.05.16	PCC101	PMS Premium Schemes That the CCG Strategy and Transformation Team will provide a report to the June 2016 Committee Meeting outlining the PMS Premium schemes.	June 2016	Sharon Sidhu	07.06.16 - PMS Premium Schemes included on the Private Primary Care Joint Commissioning Committee meeting agenda.
26	03.05.16	PCC103	Protected Learning Time for GPs That the CCG will explore protected learning time options for GPs and update the Committee.	August 2016	Mike Hastings / Steven Marshall	07.06.016 - Mr Marshall noted further discussions need to take place to determine the details and requirements for protected learning time for GPs. It was agreed a further update would be provided for the next meeting. 05.07.06 - Mr Marshall reported the Protected Learning Time for GPs is part of the GP Forward View and suggested this is included the full summary report update due at the next Committee meeting. August Agenda Item. 02.08.16 – Action covered within Primary Care Forward View. Item closed.
27	07.06.16	PCC121	Terms of Reference The Committee agreed to review the Terms of Reference in September 2016	September 2016	Peter McKenzie	05.07.16 - This agenda item is due to be presented at the September Committee Meeting. Presented at the September meeting - action closed.
28	07.06.16	PC122	NHS England Update – Primary Care Update Ms Shelley agreed to feedback to Ms Skidmore how the WCCG can be involved in the work around recruiting and retaining workforce.	August 2016	Gill Shelley	05.07.16 - Ms Nicholls reported they are still awaiting a response and agreed to report back at the next Committee meeting. August Update. 02.08.16 – Action covered on meeting agenda. Item closed.
29	07.06.16	PC124	Wolverhampton CCG Update Mr Marshall agreed to bring back to the August Meeting an update on the WWCG response to the GP Forward View. Mr Marshall agreed to develop and share a model of how the third sector organisations and other providers will	August 2016 July 2016	Steven Marshall Steven Marshall	05.07.16 – Mr Marshall agreed to provide a report on the WCCG response to the Primary Care Forward View at the August meeting. 02.08.16 – Item on meeting agenda and closed. 05.07.16 - Better Care Fund – Third Sector Organisations report was on the agenda. Item closed.

			link into Primary Care Services.			
30	05.07.16	PCC147	NHS England Update – Primary Care Update Ms Nicholls agreed to clarify and report back to Dr Helen Hibbs in relation to impact of the new partner joining MGS Medical Practice (Dr Bagary) as they are involved in the vertical integration pilot.	August 2016	Anna Nicholls	02.08.16 – Ms Nicholls confirmed that the process of adding and removing partners from practices which are involved in vertical integration remained the same as the contract is held by the partnership and not RWT.
31	02.08.16	PCC174	Wolverhampton CCG Update Mr Hastings to respond to Wolverhampton LMC queries within 7 days.	September 2016	Mike Hastings	06.09.16 - Mr Hastings confirmed he had responded to Wolverhampton LMC queries within in the 7 day deadline. Action closed.
32	02.08.16	PCC174	Primary Care Support England (PCSE) Communication to go out to all practices requesting PCSE feedback.	September 2016	Jane Worton	06.09.16 - Ms Worton confirmed an e-mail went out to all Practice Managers on the 11 th August requesting PCSE feedback. All the responses had been collated and sent to NHS England where the information will be discussed in a forum meeting between Capita Services and NHS England. It was confirmed any feedback would be escalated back to the CCG s this could be fed back to the GP Practices. Action closed.
33	02.08.16	PCC175	GP Peer Review Ms Garcha to present the GP Peer Review Terms of Reference at the September 2016 Committee meeting.	September 2016	Manjeet Garcha	06.09.16 - It was noted this item was on the meeting agenda. – Action closed.
34	02.08.16	PCC176	Acute Discharge Process Mr Blankley to meet with Dee Harris to review the prescribing aspect of the acute discharge process.	September 2016	Jeff Blankley	06.09.16 - Mr Blankley confirmed he had met with Dee Harris and discussions have commenced regarding prescribing within the acute discharge process. – Action closed.
36	02.08.16	PCC177	Workforce Strategy Ms Garcha to bring an update on the Workforce Strategy, with specific reference to GP growth, to the October 2016 meeting.	October 2016	Manjeet Garcha	06.09.16 - This item is due to be presented at the October meeting. 04.10.16 - It was noted that this item is on the agenda for discussion. Item closed.
38	06.09.16	PCC186b	NHS England Update – Primary Care Update Mr Hastings agreed to report back if the	October 2016	Mike Hastings	04.10.16 - Mr Hastings informed the Committee that an details on the GP Resilience Programme was included in the

			CCG had/or needed to make a response on the GP Resilience Programme document.			Wolverhampton CCG Update on the agenda. Item closed.
39	04.10.16	PCC209	NHS England GP Resilience Programme (GPRP) Ms Shelley agreed to confirm the number of Wolverhampton practices that can be put forward for the GPRP programme and also any expressions of interest that they have directly received.	November 2016	Gill Shelley / Anna Nicholls	Ms Shelley will confirm the number of Wolverhampton practices that can be put forward for the GPRP programme and also any expressions of interest that they have directly received. 01.11.16 - Ms Shelley has confirmed there is only 1 practice for Wolverhampton on the GPRP programme. Action agreed to be closed.
40	04.10.16	PCC209	WCCG Primary Care Workforce Draft Strategy Ms Garcha stated that there had been difficulty in confirming an NHS England lead for this work and Ms Shelley agreed to confirm details and feedback.	November 2016	Gill Shelley / Anna Nicholls	01.11.16 - Ms Garcha had been in touch with Jacqueline Barns regarding an NHS England Lead for Primary Care Workforce. Action agreed to be closed.
42	04.10.16	PCC213	Patient Engagement That Ms Shelly would confirm the level of patient engagement required when a practice was merging / closing.	November 2016	Gill Shelley / Anna Nicholls	01.11.16 - Ms Shelley advised the level of patient engagement is not in the contract as to what's relevant/appropriate to the number of patients and the changes being made within the practice. They would expect the level of engagement to be proportionate to the level of change. It was highlighted the WCCG have a policy in place for engagement and this should be followed around the proportionate of change taking place.
43	04.10.16	PCC214	WCCG Primary Care Workforce Draft Strategy Ms Garcha to confirm how the Wolverhampton practices involved in Vertical Integration had been recorded in the analysis.	December 2016	Manjeet Garcha	01.11.16 - Ms Garcha confirmed a sense check had been undertaken on the data and that 2 out of the 3 VI's had been included within the analysis. Ms Garcha had been unable to speak with the author who undertook the analysis to ask the question regarding the method of recording and confirmed to feed this back at the next meeting.

44	04.10.16	PCC215	Social Prescribing Report Ms Skidmore to feedback Mr McIntosh's queries to Andrea Smith.	November 2016	Claire Skidmore	01.11.16 - Ms Skidmore confirmed she had spoken to Andrea Smith regarding Mr McIntosh's queries. Action to be closed.
45	01.11.16	PCC234b	Application to Close Brach Surgery An addendum or revised business case to the December meeting on the progress of the previous business case and give further assurance on what support would be available from the practice to patients during the closure. The business case needs to state categorically that there is no expectation of patients to access services from Bilston or move to an Intrahealth practice, rather that they can exercise free patient choice.	December 2016	Gill Shelley	
46	01.11.16	PCC234b	Application to Close Brach Surgery Further work is required to inform the patient body on the following; a) of the reason for closure i.e. CQC, failure of building and prohibited costs of renovation and the current closure due to recent maintenance event regarding infection prevention and lack of hot water etc. b) to answer the petition participants concerns and have a further public meeting if required.	December 2016	NHS England	
47	06.12.16	PCC259	NHS England Finance Update Ms Skidmore agreed to review, sign and return the MOU to NHS England.	January 2017	Claire Skidmore	03.01.17 - Ms Skidmore confirmed the MOU had been reviewed, signed and returned to NHS England. Closed.
48	06.12.16	PCC260	Wolverhampton CCG Update Ms Southall and Ms Shelley to liaise	January 2017	Sarah Southall	03.01.17 - Mrs Southall advised the pilot for extended opening hours had been

			following the meeting to ensure the pharmacy rota is incorporated within the pilot for extend opening hours at Group level.			commenced on Christmas Eve and plans were submitted to NHS England on the 23rd December 2016. Closed.
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WOLVERHAMPTON CCG

PRIMARY CARE JOINT COMMISSIONING COMMITTEE Tuesday 7th February 2017

Title of Report:	Primary Care Operational Management Group Update
Report of:	Mike Hastings – Associate Director of Operations, Wolverhampton CCG
Contact:	Mike Hastings – Associate Director of Operations, Wolverhampton CCG
Primary Care Joint Commissioning Committee Action Required:	<input type="checkbox"/> Decision <input checked="" type="checkbox"/> Assurance
Purpose of Report:	To provide an update on the Primary Care Operational Management Group
Public or Private:	The report is suitable for the Public meeting.
Relevance to CCG Priority:	
<ul style="list-style-type: none"> • Domain 4: Planning (Long Term and Short Term) 	Planning for the CCG Primary Care provision to be fit for purpose in line with NHSE recommendations.
<ul style="list-style-type: none"> • Domain 5: Delegated Functions 	Fulfilling the delegated responsibility of jointly managing primary care.



1. BACKGROUND AND CURRENT SITUATION

- 1.1. The Primary Care Operational Management Group met on Monday 23rd January 2017 and this report is a summation of the discussions which took place.

2. MAIN BODY OF REPORT

2.1 GP Five Year Forward View

An update was provided on the training programmes associated with the General Practice Forward View including the CCGs Implementation plan that has been developed. The implementation plan provided an overview of the program of work that will be undertaken over the next two years. The General Practice implementation plan has been shared with NHS England.

2.2 Collaborative Contract Review Visit Programme

The joint collaborative contract review visit programme continues with four out six practices receiving visits with action plans being devised, monitored and updated within agreed timescales. The further two visits will be taking place during February and March 2017.

2.3 Zero Tolerance Service Specification (Revised)

The revised zero tolerance service specification was shared with the group for their consideration. The current service provider's contract will end as of the 31st March 2017 and the successful bidder will commence from the 1st April 2017.

2.4 Primary Care Quality Update

The number of Friends and Family Test submissions for the month has been low compared to previous months. This is being closely monitored as some practices are not submitting data on a regular basis.

2.5 Full Delegation

The group were informed the CCG are still awaiting an updated Primary Care Hub Memorandum of Understanding. The first handover meeting for the Primary Care Contracting has taken place where it was agreed to look into the data sharing via SharePoint to ensure practice legacy documents can be shared between NHS England and CCG. The next handover meeting is due to take place on the 17th February 2017.



2.5 IT Migration Plan

The IT Migration Plan was shared with the group outlining the Practice migrations and merges taking place. It was reported there had been no changes reported within the month and the plans remain on target.

2.6 Estates Update

The group discussed the impact on the new process for rent reimbursement for rooms, where Practices allow other service providers to be used such as midwives. The CCG are seeking advice from NHS England Property Services.

3. RECOMMENDATIONS

- 3.1 The Committee is asked to note the progress made by the Primary Care Operational Management Group.

Name: Mike Hastings
Job Title: Associate Director of Operations
Date: 30th January 2017



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